



**The American Embassy Malabo** located at Malabo II Highway requires the services of an English Language Instructor. The teaching contract will be written for a given number of hours, and reviewed every time those hours expire. The contract start date is expected to be June 1, 2023.

Under the supervision of the Post Language Coordinator, the teacher serves as Language Instructor to employees requiring to learn or improve their English language abilities. The English Language Instructor is expected to instruct and administer an English language program which includes: creating a 12-month course outline that details the content of weekly classes; regular testing of students; and quarterly reporting of the progress of students' performance. The Language Instructor is also required to teach on topics which are relevant to the different categories of employees.

At a minimum, the bidder must meet the following requirements when submitting their proposal:

- **Education:** A minimum of 4 years of University level studies.
- **Experience:** Two years prior experience teaching language in an international organization or large local business or educational institution.
- **Language:** Level IV English (fluency, professional spoken and written) is required. Level II Spanish (fluency, professional spoken and written) is required. **This will be tested.**
- **Skills and Abilities:** Instructor must have good interpersonal and customer service skills.
- Have no adverse criminal record.
- Have no political or business affiliation which could be considered contrary to the interests of the United States.

The proposal must include the instructor's required hourly rate in CFAs. The most technically qualified instructor will be selected based on his/her hourly rate and teaching background. The Request for Quote and Statement of Work are on the following pages. The proposal is due by 5pm on Thursday, May 19, 2023.

## **U.S. Embassy Malabo**

### **REQUEST FOR QUOTE**

#### **English Language Instructor**

Please review the Statement of Work on the following pages and prepare a proposal, which includes the following information:

1. Full name
2. Email address
3. Phone number
4. Required hourly fee in CFAs
5. Teaching and other work experience
6. Education
7. Teaching credentials
8. Three references, including full name, email address and/or phone number of persons who can speak to your English teaching qualifications and experience
9. A basic lesson plan for a class
10. A plan for testing of students to determine their level and then to test their progress throughout the year

Interested parties should deliver the written proposal to the U.S. Embassy Malabo **on or before 5pm on Thursday, May 19, 2023**. No proposals will be accepted after this date. Your proposal must be written in English and must be submitted in a sealed envelope marked "English Instructor Proposal" to the General Services Officer, U.S. Embassy Malabo, Malabo II Highway (beside Sonagas), Malabo, Equatorial Guinea or you may email your proposal to [MalaboP@state.gov](mailto:MalaboP@state.gov).

## **Statement of Work – English Language Instructor**

### **General Objective:**

The instructor provides linguistics training for Embassy LE Staff employees that will allow them to get on very well in the workplace and their daily lives in three competency levels (i.e. beginner, intermediate and advance). Students will receive up to 2 hours of instruction per week and at the conclusion of the first level, successful students will develop basic language skills needed in classroom and in day-to-day adult situations. The following are specific requirements for the different categories of Embassy employees, and recommended topics and lessons:

### **Guards:**

1. Use scripted English with visitors arriving at the CAC.
2. Informing people in the Chancery or in residences when visitors have arrived.
3. Informing people when mail is delivered to the CAC after hours.
4. Answering questions from those expecting visitors.
5. Basic conversational skills related to employee work requirements

### **GSO Staff:**

1. Scheduling appointments with vendors.
2. Delivering supplies – speaking to the person who ordered.
3. Cleaning crew – greetings and polite remarks.

### **Facility Management Staff:**

1. Scheduling work in the residences. Speaking with residents about the work order.
2. Groundskeepers – basic, preliminary instruction to prepare them to answer questions from residents about yard work being done.

### **Drivers:**

1. Basic communications with riders. Before departure, introduce himself, confirming details of the trip with the rider.

### **White-Collar Employees:**

1. Improve overall written English skills
2. See differences and similarities among the different email formats. Apply various key language to different types of emails
3. Correct common errors such as punctuation and capitalization
4. Study tone and level of formality in emails. Write powerful business emails for professional needs
5. Understand how culture affects what is appropriate in business emails

TOPIC	LESSON
<i>Talking about things</i>	<ul style="list-style-type: none"> <li>• Introduce him/herself; describe his/her work in the Embassy.</li> <li>• Numbers, days, months, dates, time, alphabet</li> <li>• Articles, nouns, pronouns, prepositions, plurals</li> <li>• Present tense verbs</li> <li>• Basic sentences, greetings</li> <li>• Basic questions</li> </ul>
<i>Talking about action</i>	<ul style="list-style-type: none"> <li>• Helping verbs (Auxiliary Verbs)</li> <li>• Verbs</li> <li>• Types</li> <li>• Basic verb sentences</li> <li>• Simple and progressive verb forms</li> <li>• Contractions with verbs</li> </ul>
<i>Making statements; asking and answering questions</i>	<ul style="list-style-type: none"> <li>• Question sentences</li> <li>• Making sentences</li> <li>• Yes and No questions</li> <li>• Short answers/full answers</li> <li>• Question words</li> <li>• There is/there are</li> <li>• Express likes &amp; dislikes</li> <li>• Enquire about family or health</li> <li>• Pleasantries</li> </ul>

## **Instructor Schedule**

### **Classes**

Depending on the number of students registered, there will be up to two 1-hour classes per week, during the regular business day, preferably on Tuesday and Thursday afternoons, to be negotiated. Classes will not be held on Friday, at night or on the weekend. Classes will take place at the US Embassy.

### **Students**

Classes will generally include no more than ten students at a time.

Though classes will be aimed at mainly beginner level, students must be tested initially to determine their level of competency. Most will start at the beginner level, but some may start at intermediate and advance levels.

The guards may not be consistent in attendance, due to their shift work hours, but the RSO and LGF Supervisor will determine how guard schedules will be handled in order to give guard the opportunity to study.

### **Training Methodology**

A combination of text book or workbook, hand-outs, discussions, reading, and group conversation must be used with the students. This can be negotiated between the instructor and the Language Program Coordinator.

### **Contract**

A contract will be written for a given number of hours, and reviewed every time those hours expire.

The instructor will submit an invoice to the Embassy at the end of each month. Payment will be made within 30 days of receipt of a fully correct invoice, in accordance with U.S. Government procedure. Invoices should detail the date of the lesson, and which students were in attendance. The invoice may not include charges for classes which have not yet taken place. The invoice must be dated and signed.

### **Canceled Classes**

Notice to cancel a class must be given by either the instructor or the Embassy coordinator no less than 24 hours in advance. The Embassy may not be billed for a class canceled 24 or more hours in advance.

In case of emergency or unforeseen circumstances that result in a class cancelation by the Embassy after the instructor has arrived to work, the Embassy will pay the instructor for the class not held.